

TOWN OF DIXFIELD
Minutes of Meeting
Board of Selectmen
Monday, Aug. 12, 2013
5:00PM, Town Office

Board Members Present: Malcolm Gill, Scott Belskis, Dana Whittemore, and Hart Daley. Absent: Robert Withrow.

Administration Present: Linda Pagels-Wentworth (Town Manager), Richard Pickett (Police Chief), Dave Phair (Public Works), Jim White (Water Supt.).

Citizens Present: Walter Newman, Norine Clarke (Recorder of Minutes).

Non-Citizens Present: Al Hodsdon (Engineer). Scott Robbins (EIS)

Press: WVAC - TV7, Cheryl Crockett, RFT

1. Call Meeting to Order: Chairman Gill called the meeting to order at 5PM and led the Pledge of Allegiance

2. General Assistance Hearing: Chairman Gill declared the Public Hearing Open at 5:02pm. This hearing is required by state law to present the new income standards. There was no public comment at the hearing and Chairman Gill declared the hearing closed at 5:03pm.

3. Agenda Adjustments: Agreed to move item 8.a Severy Hill Project Completion 8b. Approval of Pump Station Project Schedule, and 6b. the Water District Report to be taken up first as consultants were present to assist in the presentations. It was also requested to add "Consideration of General Assistance Ordinance" to 7.e.

Al Hodsdon was present to discuss the Severy Hill Project. He reported that the Road Committee had met prior to the meeting to address the issue that the side slopes on the newly repaired section are too steep and could cause tip-overs of cars traveling too close to the edge. For approximately \$10,000, the adjustments could be made for the sake of safety. The Road Committee recommended that the cost of these changes be taken from the Selectmen's reserve account which has a balance of \$13,000, which would leave \$3,000 in the account.

Dave Phair reported that the old road bed may be as much as 200 years old, and the area has underground springs which have been corrected by changing the undersurfaces and making drainage corrections. He said it had been a learning experience for all to work closely with the Engineer.

Mr. Daley asked if the Common Road should be looked at to see if it was unsafe also since the work done last year.

Mr. Whittemore made a motion to complete the work and to take the amount needed from the Selectmen's reserve account except for items which could be assessed

from other appropriate accounts and the work done under the direct supervision of the Engineer. Seconded by Mr. Daley. Approved 3-1.

8. b Approval of Pump Station Project Schedule:

Al Hodsdon reported that he has put together the bid specifications for the installation of a generator, a trailer to transport the generator and changes in the chemical rooms at the station. It will cost about \$151,000.

Mr. Belskis made a motion to agree to the plan as presented by Mr. Hodsdon. It was seconded by Mr. Daley. All in favor.

6. b Water Department Report

Mr. White reported that the Pine Street project came in under budget. It was approved for \$55,000, actual costs will be under \$50,000. There has been discussion of improving the SCADA instrumentation system. Mr. White would like to take the money saved from the Pine St. project and other funds available from the current budget to upgrade the system.

Scott Robbins and his father of EIS who regularly do repairs on the system have reviewed what is needed and have offered the amount of \$18,220 as what it will cost to do the upgrade. Mr. Hodsdon noted that each community has a unique SCADA system which must be handled locally and rarely goes out to bid. Mr. White noted he had worked with EIS successfully for several years. Mr. Robbins noted it would probably take ten days to set up the revised system which would be transferred to the Newton Brook facility and would be separated from the sewer portion of the equipment. This kind of system is already installed in Mexico and has worked well for 5 years.

Mr. Belskis made a motion that the work proceed for the \$18,220. Mr. Whittemore seconded the motion. Three voted in favor and Chairman Gill abstained.

Mr. White also noted that the Water Department's portion of the Main St. project is complete, including curb boxes.

The project to upgrade oil tanks in the watershed area of the Pump Station is proceeding.

Fifty of the sixty meters have been changed. The work has been slowed by non-cooperation of homeowners.

A service main was reported broken and has been fixed by the homeowner.

A breaker had to be replaced at the reservoir. Work was done by E and W Electric.

The hydrant painting project will re-paint about 1/3 of the town's hydrants.

Return to Agenda items number 4 and 5

4. Chairman Gill asked if there were any recommended changes to the minutes. Hearing none, he declared them accepted as presented.

5. Chairman Gill asked if there were any recommended changes to the Warrants and Payroll. Hearing none, he declared them accepted as presented.

Return to Agenda item 6.a Public Works

Public Works Director Dave Phair reported that Dixfield has been fortunate with all of the recent rain, and that run-off damage has been minimal. One storm drain has been repaired and a Kidder Ave. storm drain needs attention.

Several catch basins need work but many are in the High St. project area and will be re-worked when the project is done. The crew will be concentrating on those outside the project area.

Used oils are still being collected to use as fuel at the town garage this winter. Anyone who has any old vegetable oils or motor oils can take them to the town garage.

Culvert work is ongoing and one on Coolidge Rd. has been cleaned.

The crosswalks will be painted before the weekend.

7. d Carthage Plowing Request

After reviewing the area that Carthage wanted to contract with the town to maintain, Mr. Phair recommended that it would be too much for the equipment for the amount of money earned. The Road Committee also recommended that the town not take the job.

7. New Business

a. Consideration of Planning Board Alternate Appointment

Mr. Daley recommended Norman Mitchell

Mr. Gill recommended Jeff Knight

A secret ballot was taken. Results: Mitchell—3, Knight---1

b. Consideration of Town Attorney Services

Mr. Belskis wants to look into changing town attorneys.

Mr. Daley agreed, suggesting that there are local attorneys that would be available.

The Town Manager recommended not changing labor attorneys during union negotiations.

Mr. Belskis feels that the town has not been given good answers to previous questions and has been misinformed on issues.

Mr. Daley feels that the wind ordinance was not looked at clearly by the attorney and that there is a conflict of interest in the attorney's firm where wind is concerned.

The Town Manager noted that the answers that you receive are affected by how the questions are asked.

Mr. Belskis made a motion to have the Town Manager check into alternative law firms and prepare an evaluation instrument. Seconded by Mr. Daley. Vote 4-0.

c. Consideration of LEAN program Presentation Schedule

The Town Manager reported that she attended a LEAN Conference Aug. 9, 2013. She reported that many of the things discussed there are already being done in Administration and Public Works. Friday, Aug 16, 2013 is the first opportunity for the representative to be in Dixfield. The goal is to develop a culture of being aware of savings possibilities in the workplace. The cost of having the LEAN program conduct the study is not known yet.

Chairman Gill suggested the Board let the Town Manager work on this project for a year and see how much she can accomplish since she already has identified and corrected some issues.

The LEAN representative will meet with the Town Manager at 5:30 on the 16th and all those selectmen who are able will sit in.

d. Consideration of Carthage Snow Plowing Request.

Mr. Daley made a motion not to proceed which was seconded by Mr. Belskis. Approved 4-0.

e. Consideration of General Assistance

Mr. Daley made a motion to accept the General Assistance Ordinance and it was seconded by Mr. Belskis. Vote 4-0.

Public Comment

Since Mr. Walter Newman was the only public person present, Mr. Gill asked him if he had a comment. Mr. Newman said yes he did and asked if the work on Newton Ave. was done. He said that the drainage issue is originating on Lancaster Ave. and it needs to be addressed. The Town Manager said she would get in touch with Mr. Newman and visit the area.

Correspondence

The Town has received notice from the DEP that Dixfield is third in line for funding.

Town Manager's Report

1. The town manager report that she is researching long distance costs.
2. Phone replacement costs had been estimated at \$8,000 and can be done for considerably less through Amazon or Staples (approximately \$2,000). It would offer six phone lines, an auto attendant, and voice mail with an option to expand to sixteen phones. The Police Department would have three phones with their own auto attendant and voice mail boxes and an option to maintain voice mail boxes on the town office system. The Town Manager will present a detail proposal an upcoming selectmen's meeting.
3. The CDBG survey area is being realigned to reflect planed water district projects on Ellis, Rowe, and Kidder Streets .
4. The Town Manager will be attending a Manager's Conference in Bethel on Aug. 14, 15 and 16, 2013.
5. New time cards have been designed to reflect "comp time" earned and taken within the pay period.
6. The new crosswalk lines will be painted prior to Sunday's Open Market.

10. Board Questions and Comments

1. Mr. Belskis asked about Lancaster St. and about the plans for the project. Mr. Hodsdon said he would see that the Town Manager had a copy. Mr. Belskis said that a drainage swale might be an option, and recommended that bids be gotten. Mr. Newman said the the town has an easement between the properties.

2. Mr. Belskis also asked about access to the telemetry panel at the town garage for Ted Berry employees. Nothing has been decided yet regarding future use of the space previously used as an utility office, access will remain the same and a mirror provides a visual check from outside the building. Keys are also available.

1. Mr. Daley wanted information on overtime negotiations and was told it would be discussed in the upcoming executive session.

2. Mr. Daley has heard discussion about a gas-line project being considered for Rumford and Mexico and wondered if Dixfield was included. The Town Manager said no and Mr. Daley asked if she would ask Mr. Puiia to keep us in the “loop.

3. Mr. Daley asked if there had been any word on consolidation of merging services yet and the Town Manager said there had not.

11. Next Meetings

The meetings as listed on the agenda were noted.

12. Executive Session: Labor Negotiations: 1 M.R.S.A. §405 (6)(D)

Mr. Daley made a motion at 7:10 pm to go into executive session for the purpose of Labor Negotiations pursuant to 1 M.R.S.A. §405 (6)(D) and Mr. Belskis seconded. All in favor.

Mr Belskis made a motion at 7:40 to re-convene regular session and Mr. Daley seconded. All in favor.

Mr Daley made a motion to establish a Sale of Town Property Reserve Account and Mr. Belskis seconded. All in favor.

13. **Adjournment:** Mr. Daley made a motion at 7:45 pm to adjourn and Mr. Belskis seconded. All in favor.

Norine H. Clarke
Recorder of Minutes

/nhc

Attachments